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| DEPARTMENT<br>OF<br>CORRECTION<br><br> | <b>POLICY<br/>MANUAL</b> | <b>POLICY NUMBER:</b> 613                   | <b>PAGE NUMBER:</b><br><br>1 of 2         |
|   |                          | <b>SUBJECT:</b><br><br>Team Case Management | Adopted: 07-01-97<br>Reformatted: 02-2001 |

## **01.00.00. POLICY OF THE DEPARTMENT**

It is the policy of the Idaho Board of Correction that the division of prisons implement and utilize a team approach in managing inmates on a system-wide basis.

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## **03.00.00. REFERENCES**

## **04.00.00. DEFINITIONS**

Adjunct (referral) participant: Case management correctional staff who may participate in the case management team meetings. May include: psychologists, medical, work supervisors, education, recreation, religious activities coordinator, substance abuse staff, and any IDOC personnel not mentioned whose input may be beneficial to inmate management.

Caseload: Inmates who are assigned to a specific case manager.

Case management team: The core case management group of correctional professionals working together to improve the delivery of correctional services to the inmate population, promoting relationships among all principles, working together to manage inmates. Case management team members may include the correctional officers assigned to a housing unit, a treatment staff member, the case manager and adjunct (referral) participants.

Case manager: A correctional staff member assigned to coordinate and supervise the case management team.

Team case management (TCM) file: An inmate file assigned to the unit where the inmate is housed. The file will contain pertinent information regarding the specific inmate and will follow the inmate with each housing assignment change.

**05.00.00. PROCEDURE**

The division of prisons will formulate a directive and appropriate field memoranda to implement this policy.

The division directive and the field memoranda will provide specific procedures for:

Case management team responsibilities;

Case management team meetings;

Team case management files:

Origination

Contents of the file

Information management

Documentation

Auditing

Follow-up

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**Director, Department of Correction**

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**Date**